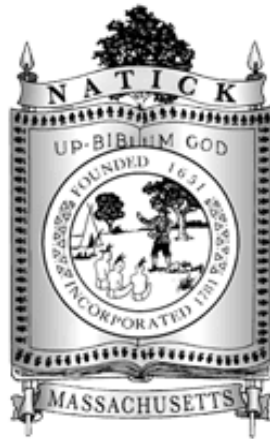


Guide For Citizen Petitions And Warrant Articles



Published by
The Natick Finance Committee

February 1, 2017

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

DISCLAIMER.....	3
OVERVIEW.....	3
ACKNOWLEDGEMENTS	4
TOWN MEETING WARRANT	5
WARRANT ARTICLE	6
TIMING FOR SUBMITTING AN ARTICLE.....	6
HOW TO DRAFT AN ARTICLE	7
OTHER IMPORTANT CONSIDERATIONS	8
WARRANT ARTICLE MOTIONS	10
HOW AND WHEN AN ARTICLE BECOME A MOTION	10
CRAFTING A MOTION.....	10
SCOPE OF AN ARTICLE MOTION	11
BEGINNING TO END PROCESS OVERVIEW	13
GETTING AN ARTICLE ON THE WARRANT.....	13
PLANNING FOR THE FINANCE COMMITTEE HEARING.....	14
COMPLETING FINANCE COMMITTEE HEARING.....	15
AT TOWN MEETING	15
STEP BY STEP GUIDE TO MANAGING THE WARRANT ARTICLE PROCESS	17
WHAT IS A PETITION ARTICLE?	17
PUTTING A PETITION ARTICLE ON THE WARRANT.....	20
VALIDATING A PETITION ARTICLE FOR THE WARRANT.....	21
PREPARING FOR WARRANT ARTICLE HEARINGS	22
COMPLETING FINANCE COMMITTEE HEARINGS	25
AT TOWN MEETING	28
WHERE TO OBTAIN ADDITIONAL ASSISTANCE FOR CITIZENS' PETITIONS.....	33
BOARDS, COMMITTEES AND COMMISSIONS – POINTS OF CONTACT	34
APPENDICES	35
Sample Articles and Motions.....	35
Warrant Article Questionnaire	36
Section I - Instructions for completing this questionnaire	37
Section II - Questions and Additional Prompts	39
Section III – Questions with Response Boxes	42
Citizen Petition Form/Instructions	45

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

DISCLAIMER

This Guide explains generally the procedure to call for a Town Meeting, to insert an article on the warrant and to present a motion at a Town Meeting. Depending on the subject matter and other factors beyond the scope of this Guide, additional details may be involved, including the need for legal research, drafting and analysis. This summary and Guide is not intended to be legal advice applicable to all situations nor a substitute for legal research and analysis on a particular matter.

OVERVIEW

Action may be taken at Town Meeting only on items appearing in the Warrant for the meeting. Section 2-11 of the Natick Home Rule Charter provides the specifics for Town Meeting Warrants.

Citizens who want to bring an Article petition before Town Meeting are encouraged to speak with the Town Administrator, the Board of Selectmen or other Town Agency, Board, Committee or Commission that might have oversight on the matter, well in advance of Town Meeting or Special Town Meeting. Citizens are not required to have these discussions, but by doing so, the Petitioner may be able to reach an agreement for the Town to make changes to address the need without the need for a citizen petition for the warrant.

The citizen interested in filing a petition article should also recognize the need to schedule time with Finance Committee and possibly other Town Agencies that might have oversight during the Warrant Hearing period and to prepare additional documents, questionnaire and supporting materials for these hearings and meetings. The information in this Guide will provide some insight to timing and sequencing and includes information on:

- The Town Meeting
- Putting an Article on the Warrant
- Writing a Motion
- A Step By Step Review of the Process (Article Idea to Town Meeting Vote)
- Additional Support Resources

If a citizen is interested in using a pre-defined form for their citizen petition, the form provided in this guide (see Appendices) is available. Additional copies of the Citizens' Petition form may be obtained at any time of the year from the Office of the Town Administrator and Board of Selectmen.

The Finance Committee (Finance Committee) is a standing committee of Natick Town Meeting. It reviews the capital and operating budgets of the town departments and agencies. The Finance Committee, as is required by the Natick Home Rule Charter (the Charter) and Town By-Laws, also evaluates and makes recommendations on all articles on the warrant whether or not those articles affect the finances of the Town and would therefore include all citizen petitions.

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

To assist Natick voters interested in petitioning the Selectmen to place an article on the warrant for Town Meeting, please consider the information available in this Guide for helpful explanations and procedures. It's hoped this Guide is of benefit to the citizen petitioner and all others involved to help Town Meeting be in the best position to act on the petition.

ACKNOWLEDGEMENTS

Materials and content contained in this Guide have been gathered from a variety of sources. It should be noted that the Natick Home Rule Charter and By-Laws, and the Town Meeting Handbook (all available on the town web site) are definitive reference documents for this Guide. As well, material was used from other Towns and Communities including Amherst, Hull, Littleton, Needham, Reading, Wareham and Weston. To the best of our knowledge those materials and content were not copyrighted or otherwise protected and we gratefully acknowledge their public posting of materials relevant to our need.

Natick's Finance Committee is making this document available to any others that would like to use portions of, or all of the contents contained in this document. In order to continue building on the value of this Guide and to maximize best practices the users of this document can:

- **Share** — copy and redistribute the material in any medium or format
- **Adapt** — remix, transform, and build upon the material
- Under the following terms:



Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.



NonCommercial — You may not use the material for commercial purposes.



ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

TOWN MEETING WARRANT

The Town of Natick operates as a Representative Town Meeting-Selectmen-Town Administrator form of government with Town Meeting as the legislative branch of Natick's government – the body with the power of the purse and the power to make laws. Natick convenes two (2) annual Town Meetings - once in the spring and once in the fall.

The spring session is held on the second Tuesday following the Annual Town Election; the Fall Annual Town Meeting session on the third Tuesday in October. [Charter Section 2-12(a); By-Laws, Article 1, Section 1] By the Town Charter, the Spring Annual Town Meeting session is primarily concerned with the determination of matters involving the expenditure and commitment of town funds, including but not limited to the adoption of an annual operating budget for all town agencies for the following fiscal year (July 1- June 30). [Charter Section 2-12(a)] The fall session usually focuses on zoning or other non-budgetary matters, but this is not required; budgetary matters may be discussed at that session, as well.

Special Town Meetings may be called in the sole discretion of the Board of Selectmen, for example, when matters arise that cannot wait for the spring or fall town meeting. It is also possible for citizens to petition the Selectmen, with the minimum number of signatures of registered voters, to call a Special Town Meeting.

Each Annual Town Meeting or Special Town meeting, every town meeting is called by a warrant issued by the Board of Selectmen stating the time and place of the Town Meeting and, by separate articles, the subjects, which are to be acted upon. [Charter Section 2-11(a)]

The warrant is sometimes called a “warning;” no action at a Town Meeting is valid unless the subject matter is contained in the warrant. “This requirement does not mean that the warrant must contain verbatim the language of the votes to be taken, but the warrant must contain a sufficient description of what is proposed so as to constitute an adequate warning to all the inhabitants of the town. [Town Meeting Time, Chapter 1, Section 4]

Readers can also reference Massachusetts General Laws, Chapter 39, Section 10 for supportive language on Warrants; Issuance, Contents (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter39/Section10>)

WARRANT ARTICLE

An article is like an agenda item— it tells people what is to be discussed and what is being sought. For any matter to be discussed at Town Meeting, it must fall within the scope of the article. That is, someone reading the article must be able to tell what is going to be discussed. If something is then brought up which a person would not reasonably know was going to be discussed by reading that article, it cannot be discussed and will be considered, by the moderator, as being beyond the scope of the article.

A warrant article sets the general bounds or “scope” of the action you want town meeting to take. Depending on the purpose of the article, the amount of detail that is necessary varies. For example, if you want to purchase a piece of office equipment all that you may need to say is: “To see if the Town will purchase four (4) fire-proof file cabinets”.

On the other hand if your warrant article seeks to amend a zoning by-law or the zoning map you must provide sufficient information to inform the public of the by-law provision, the proposed changes to it, or the location of the area of the map which you seek to change, and possibly provide a map.

How much you include in a warrant article determines the latitude with which Town Meeting may amend your request either in the main motion-recommendation that is brought to the floor or in an amendment to the main motion.

TIMING FOR SUBMITTING AN ARTICLE

The Board of Selectmen officially opens the Warrant to receive petitions for the Spring Annual Town Meeting and for the Fall Annual Town Meeting for a specified time period as designated in the Natick Home Rule Charter, Section 2-11.

The Charter essentially says that the warrant is opened sixty (60) days in advance of the date of Town Meeting, each spring and fall. The Town’s Charter and By-Laws determine those dates. If the Selectmen call for a Special Town Meeting, the notice of the Special Town Meeting must be published in the local newspaper, such as the MetroWest Daily News, and then the warrant is open for two (2) days following the publication of the notice. In all cases the warrant closes at 5:00 PM on the last day and all requests or petitions for articles must be received by the Selectmen’s office by that date and time.

There is a Citizen Petition form with instructions included in this guide. However, citizens are free to use any form or format they desire to submit their citizen petition provided it meets the standard set forth in the Charter Section 2-11 (b):

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Natick Home Rule Charter, Section 2-11 (b)

Initiation of Articles - The board of selectmen shall receive all petitions, which are addressed to it and which request the submission of particular subject matter to the representative town meeting and which are filed by: (1) any elected town officer, (2) any multiple member body, acting by a majority of its members, (3) any ten voters, (4) such other persons or agencies as may be authorized by law, or by by-law. All such requests for submission of matters shall be in writing, but they shall not be required to conform to any particular style or form. The board of selectmen shall within fourteen days of receipt of a proposed zoning by-law amendment submit the same to the planning board for review.

HOW TO DRAFT AN ARTICLE

There is no required wording, but it may be helpful to follow the traditional language used. An example would be “To see if the Town will.....[then state what you want] I.e. “amend the General By-Laws of the Town by adding to Chapter 124 the following:- [then state what you want]”; “raise and appropriate or appropriate from available funds a sum of money to paint the flag poles”; “accept the provisions of G.L. c. XXX, which calls for such and such”.

It is helpful, although not fatal if not done, to include at the end of the article the phrase “or take any other action relative thereto.” That phrase helps give notice to people that the exact action taken may not be exactly what was stated in the article, but would be relative to what was stated in the article.

Zoning articles must identify the location of Town where the zoning change is to be applicable. There are other rules depending on the nature of the article.

People have been petitioning Town Meetings for decades. You can see how citizen petitions look as well as articles and motions prepared by local officials by looking at the Annual Report of the Town for any year. The Town Clerk publishes in the report the warrant and motions of the various Town Meetings. Certain types of requests for Town Meeting action require special wording. Sometimes there is a statute which requires that the article and motion be stated a certain way. Items involving money require compliance with state municipal finance laws. In any situation where there is money involved, it is a good idea to meet with the Town Administrator to determine what might be a source of funding and to gain support for the funding request.

While the Town in certain instances can give advice on matters, it is generally not considered appropriate for the Town to write citizen petition articles or motions. Citizen petition articles are the citizens’ right to petition government. Sometimes they may involve matters that the local government leadership does not support or feel are appropriate. Therefore, to have the

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Town involve itself too directly in such petitions by writing the article or motion would potentially cause too much intermingling of the government into the citizens' affairs. This is especially so if there was to be a challenge or dispute over the citizens' article or motion. In appropriate cases, suggestions can be made.

Town Meetings and the Town Meeting process are foundations for our democratic system. Through the process, you—the public—can participate in community affairs and the operation of your local government.

Anatomy of a Warrant Article

Every warrant article has to provide substantive information to allow it to work its way through the legislative process, to receive funding, and approval, if required, from any one or more of Bond Counsel, the Dept. of Revenue and/or the Attorney General.

The Identifier: Article #_____ (this is assigned by the Selectmen once the warrant closes on the last day)

Title: File Cabinets for Town Collector (It can be mentioned here that the title is not a legally binding reference to the article and therefore, the wording can be a little looser than the article itself, provided the title acts as an indicator of the purpose of the article.)

The Preface Clause: "To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money ...

The Proposition Clause: "to purchase four (4) fire-proof file cabinets for the Town Treasurer's office"

Authorization to Modify Proposition: "or otherwise act thereon".

OTHER IMPORTANT CONSIDERATIONS

The citizen petition must satisfy the requirement of collecting signatures of at least ten (10) registered voters to sponsor the petition. It's recommended that the citizen collect sufficient extra signatures to overcome any nullified during the certification process. The certification takes place only AFTER the petition has been turned in and AFTER the Warrant has closed. If the petition fails to meet the ten (10) registered voter minimum the Town Clerk will de-certify it and the Article will NOT be included in the warrant. Once the citizen petition is certified by the Town Clerk as having ten (10) registered voters of the Town of Natick, the petition will become an article for inclusion in an Annual or Special Town Meeting warrant.

Citizen petitioners should also understand:

- The article will appear on the Town Meeting Warrant EXACTLY as submitted, including spelling and punctuation.

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

- It is the Primary Sponsor's responsibility to make sure article wording is in the proper form to be considered by Town Meeting.
 - Town Counsel is not available to the public for this purpose.
- Sponsors of a petition articles are encouraged to secure more signatures than necessary, in the event some signatures are disqualified for any reason (i.e. non-registered voter, illegible signature, etc.)
- The article is required by Natick Home Rule Charter and By-Laws to be considered by the Finance Committee in a Public Hearing.
 - Once the Article is certified, the Finance Committee Chairman will contact the Primary Sponsor to schedule the Public Hearing date and provide further documents for the sponsor to complete in advance of the Public Hearing date
- An article seeking a change to Zoning By-laws also requires a Public Hearing with the Planning Board.
 - Article requests for zoning amendments should be closely coordinated with the Planning Board prior to submission to assure compliance with MGL Chapter 40A Section 5.
 - Sponsors should contact the Director of Economic & Community Development
- Town Counsel may be asked by Town Officials to review submitted petition articles and opine as to their legal effect, but this is done at the Town's discretion and no Town resources are available for the citizen petitioner.
- The sponsors of the article will be required to prepare the MOTON for consideration by Town Meeting.
- The primary sponsor is expected to be the spokesperson/presenter at the Finance Committee hearings and at Town Meeting. If the sponsor is not prepared for that role they should be ready to designate someone else.

As a reminder, interested citizens can find a recommended (***but not required***) Citizen Petition Form and accompanying instructions in the Appendices of this Guide. This form may be helpful to a citizen petitioner in meeting the minimum requirements of the Natick Charter 2-11 (b) requirements, as well as provide additional benefit to both the citizen petitioner and the Town Agencies involved in managing the Town Warrant processes.

If a citizen petitioner chooses to use their own form(s) and format to file a petition there is no requirement by our Charter and By-Laws to provide contact information. However, to help facilitate the outreach from Finance Committee to schedule the required hearing and provide the necessary information, which is covered in this Guide, it is very helpful if the citizen petitioner provide contact information (home phone, mobile phone, email address) so Finance Committee can reach out.

WARRANT ARTICLE MOTIONS

HOW AND WHEN AN ARTICLE BECOME A MOTION

In Natick, it is customary and expected that the primary sponsor of the article (the citizen petitioner) will draft the motion for his or her article. Prior to a Finance Committee hearing on the article, the petitioner, based on the scope of the article and consistent with the goal for the article, must draft their motion and submit it to the Finance Committee. The Sponsor writing the motion is not an optional step, but a clear requirement on the path to Town Meeting.

Following the public hearing on the article, the Finance Committee will vote a recommendation to Town Meeting on the article. The recommendation is a vote on the merits of the article, but the vote really is on the motion itself. Upon conclusion of the vote Finance Committee will provide a recommendation on all articles to Town Meeting in the Finance Committee Recommendation Book. In the Finance Committee Recommendation Book the Finance Committee may also make comments, give an explanation or report on how it made its decision. If Finance Committee voted to recommend favorable action, usually and by custom, the Motion printed in the Finance Committee Recommendation Book will become the main motion for the article. On the floor of Town Meeting the main motion, once moved and seconded, is what is debated and voted.

CRAFTING A MOTION

No special language is required for the motion, but motions which involve spending money must also state where the money is coming from and under whose authority or direction the monies may be expended.

Care in writing the motion is very important because, as was stated above, the motion is a declarative statement that states what Town Meeting will or won't do. The wording of the motion does not necessarily have to be the same wording as the warrant article. If the motion does not change the wording in the article, the motion could request that the article be adopted as printed in the warrant. The Finance Committee suggests the sponsor become familiar with motions submitted for articles at prior Town Meetings to assist the sponsor in drafting an accompanying motion to a warrant article.

Sponsors may also arrange consultation with their legal counsel, if they chose to have one, as early as possible before the due date of the motion for the public hearing in order to mitigate any issues on the part of the sponsor in writing the motion. Again, this is not a requirement but often is a good idea for more complex motions.

Anatomy of a Motion:

Here is how the article would progress to a motion:

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

The **Preface clause** from the warrant article becomes the **Authorization Clause** in the motion by stating the limit of the appropriation: “Move that the Town raise and appropriate the sum of \$24,000....”

The **Proposition clause** from the warrant article becomes the **Directive clause** in the motion, setting the limits for which the money can be spent: “for the purchase of three (3) five-drawer Class AA fire-proof, locking legal file cabinets for the Treasurer’s office...”

The **Funding clause** grants the manner in which the funds are secured and where the funding is going to come from: “and further to meet this appropriation the Town Treasurer with the approval of the Board of Selectmen is authorized to borrow the sum of \$24,000 under the provisions of Chapter 44, Sec. [...] and Section [...] or any other enabling authority.”

Please note the above is just an example. The citizen petitioner should determine the correct format and content for their particular petition. There are specific requirements for articles that involve zoning changes and borrowing, to cite just two examples requiring specific language.

Article requests for zoning amendments should be closely coordinated with the Planning Board prior to submission to assure compliance with MGL Chapter 40A Section 5. Readers can also reference Massachusetts General Law, Chapter 39, Section 10 for supportive language on Warrants; Issuance, Contents (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter39/Section10>)

SCOPE OF AN ARTICLE MOTION

At the Town Meeting, the Moderator will examine whether a main motion is within the scope of the article. The motion must spell out the details enough to be unambiguous as to the intent of the warrant article. There is a limit to how liberally a Moderator can interpret a motion. Does the motion propose an action, which can reasonably be inferred from the warrant article?

Back To The File Cabinet Example

Generally, as in the illustrative example of the file cabinets used earlier, it is always prudent to not stretch the motion to include more than what was asked for. In the example of the file cabinets, because the dollar amount was not included in the text of the article, the motion can be specific about the amount requested.

If the warrant article had sought to appropriate the sum of \$15,000, or stated that the cost “shall not exceed \$15,000”, then it would be outside of the scope of the article if the motion included “to raise and appropriate \$24,000 to purchase four file cabinets” and the Moderator could rule the motion out of order.

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

The number of file cabinets requested in the article was four (4), so it does not give license to consider five (5) cabinets. Five (5) cabinets would have been outside the scope of the warrant article. However, because the three (3) file cabinets contained in the motion is more restrictive than the four (4) file cabinets included in the article, this motion is within the scope of the article in the example.

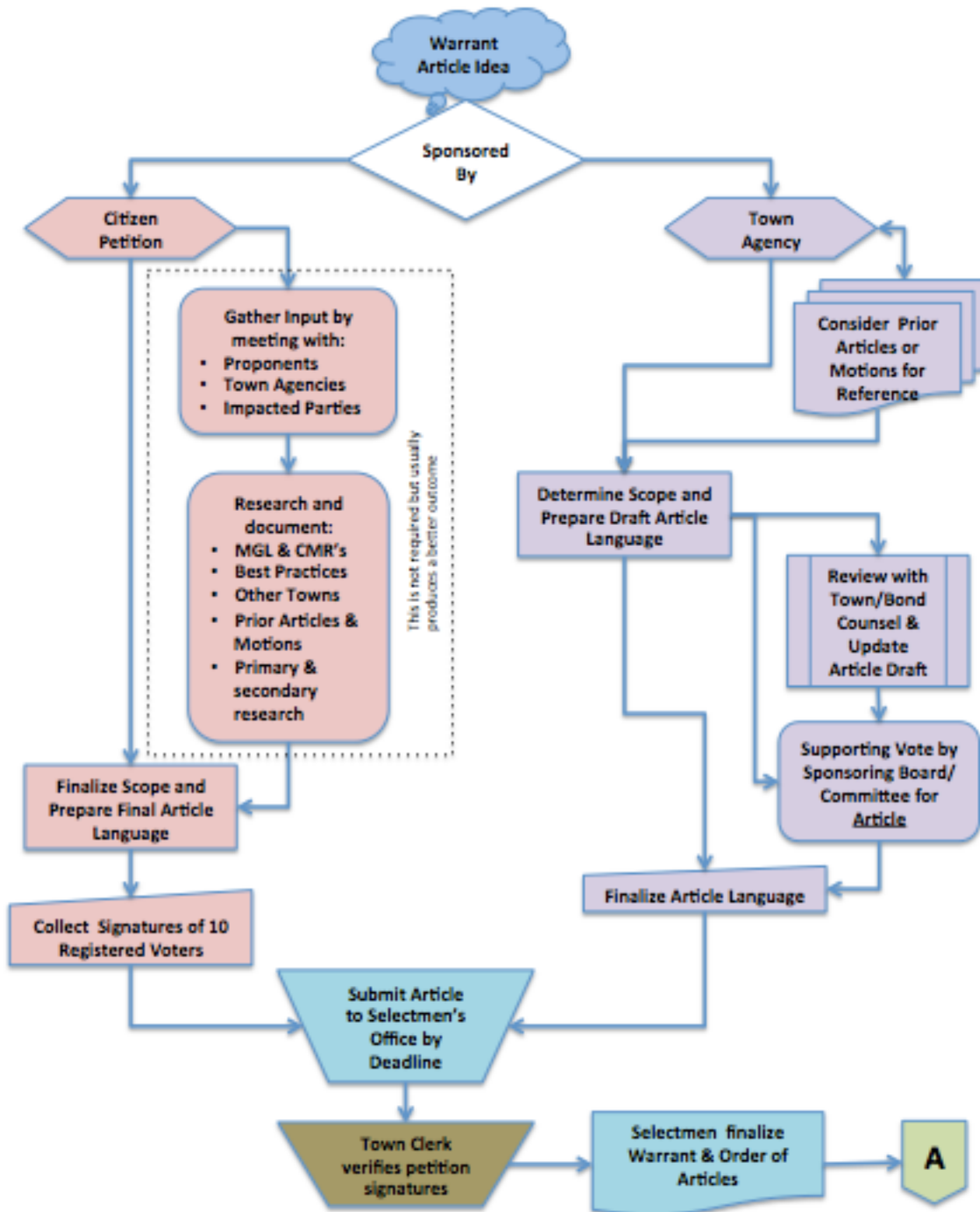
Had not borrowing been requested in the “Preface clause” of the warrant article, bond counsel would have refused to allow borrowing for two basic reasons: 1.) Borrowing encumbers the use of future town funds and (2.) the voters had not been adequately warned that they would be asked to obligate the Town to borrow.

Zoning articles and by-law changes are reviewed by the Attorney General’s office and they include a review of any procedural steps that were/should have been taken by the Town. For example a Zoning By-Law change requires a Public Hearing with the Planning Board as a procedural step. The Planning Board must place a legal notice in the Metro West Daily News with at least fourteen (14) days in advance of any Hearing. It must also contact all abutters. So, in this example there are procedural steps to confirm.

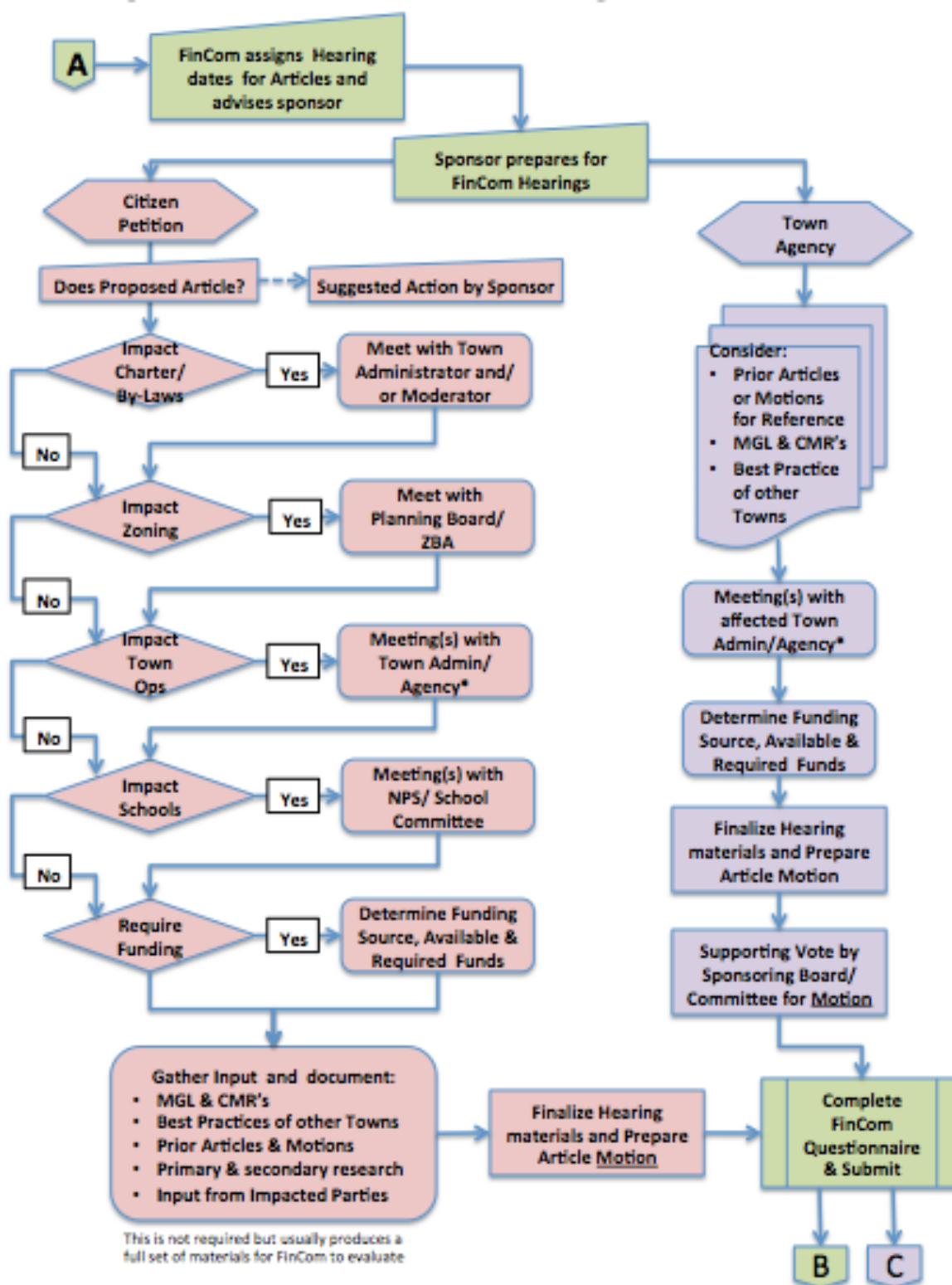
BEGINNING TO END PROCESS OVERVIEW

In the following charts “FinCom” refers to the Finance Committee, “MGL” refers to the Massachusetts General Laws, and “CMR” refers to the Code of Massachusetts Regulations.

GETTING AN ARTICLE ON THE WARRANT

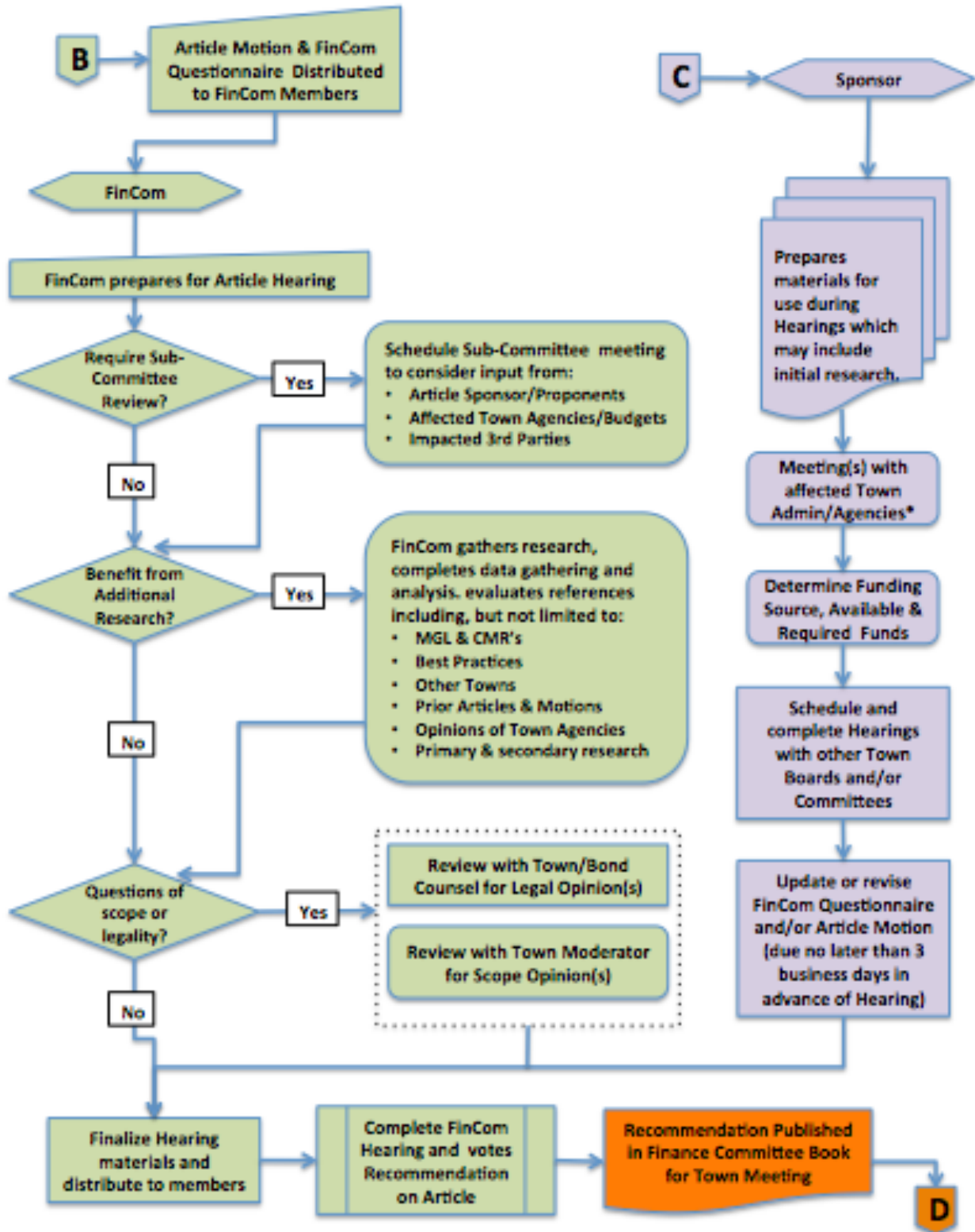


GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES
PLANNING FOR THE FINANCE COMMITTEE HEARING



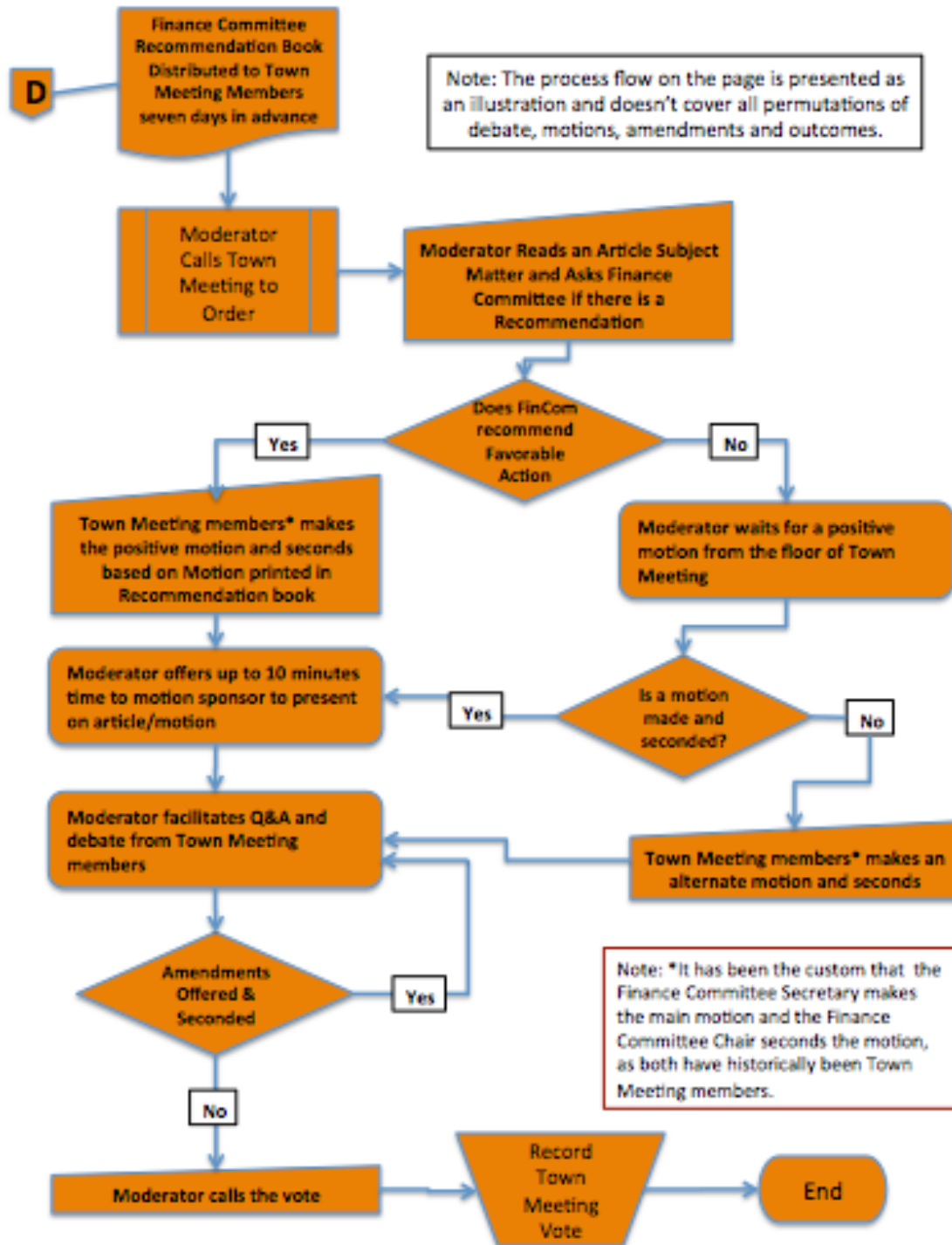
GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

COMPLETING FINANCE COMMITTEE HEARING



AT TOWN MEETING

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES



STEP BY STEP GUIDE TO MANAGING THE WARRANT ARTICLE PROCESS

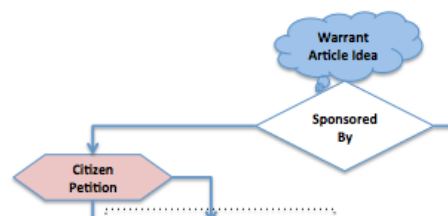
WHAT IS A PETITION ARTICLE?

A petition article is an article brought to Town Meeting for discussion and possible action by a citizen (rather than by a Board or Committee of the Town). The Natick Home Rule Charter allows for a citizen petition article provided the petition is signed by at least ten (10) registered voters. Any person or group can bring a petition article on any topic that is relevant to action by Natick Town government.

In the past there have been petition articles dealing with zoning, specific department operations, purchases of land for open space, establishing study committees, and banning plastic bags, as some examples. It is important to note that a warrant article is different than a resolution, which doesn't appear on the warrant and is a non-binding vote, typically on a social justice matter or more often to recognize a person for exemplary commitment and/or performance of duties.

The following questions may be useful for a resident to consider before placing an article on the warrant and while preparing a case for its adoption, as these questions generally come up during Finance Committee hearings.

- Has the problem been carefully defined and analyzed? Have alternative solutions been considered? Is more study required?
- How does the proposed action fit into the framework of other local efforts currently underway (i.e. Natick Master Plan, Sustainability Initiatives, etc.)? Is state action pending?
- Can a Town committee or Town Official handle the matter more effectively?
- Have the Board of Selectmen, Town Administrator, School Committee and Superintendent, Planning Board or other Town Agency had an opportunity to address the issue before bringing it to Town Meeting?



GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

- Is a vote of Town Meeting as effective as citizens' letters, telephone calls, or petitions in the case of addressing local issues?

Though not required, having early discussion with the Town Agencies or Boards allows town officials to give a citizen's suggestion careful consideration and, if they are favorably disposed, to incorporate it into their own proposals.

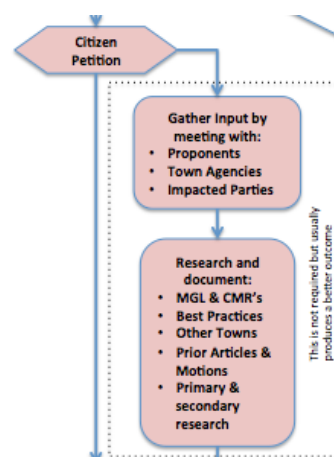
If after such consultation, those proposing action decide to sponsor a warrant article, the next step is drafting the article. Care in this step is critical; if an article is poorly worded, it may be impossible to draft a motion that will achieve the intended purpose.

The sponsor is not required to complete any research, gather documents or input prior to submitting a citizen petition.

However, best practices and experience show that citizen petitions that have been developed with input from various parties, such as Town Administration, other Town Agencies, proponents of the petition and even of particular importance, the impacted parties, are well prepared for the Public Hearing process.

Many sponsors use all available resources to prepare their thinking and the formulation of the scope and language of the article petition. The process flow step shown to the right lists some examples.

Submitting a petition at the last minute is usually not a good idea if the material has not been discussed with those having jurisdiction over the subject matter or if the petitioner has not had time to write and refine the language. Enough time should be allowed to adequately research the topic and to assess the effect of the proposed change on existing laws and regulations.



GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Developing the final language for the article is a critical step in the citizen petition process. The scope of the article should be general and broad enough to provide the sponsors flexibility, if necessary, when they finally write their formal motion. But the article language must be specific enough to provide the “four walls” of the intent of the article.

An **article** is essentially an agenda item– it tells people what is to be discussed and what is being sought. For any matter to be discussed at the meeting, it must come within the scope of the article. In other words, someone reading the article must be able to tell what is going to be addressed. If a subject is then brought up which a person would not reasonably believe was going to be discussed by reading that article, the Moderator would probably rule that the subject cannot be discussed and that it is beyond the scope of the article.

A **motion** is a formal proposal that is presented before the voters at the Town Meeting for action on a particular article. It must be within the scope of the article.

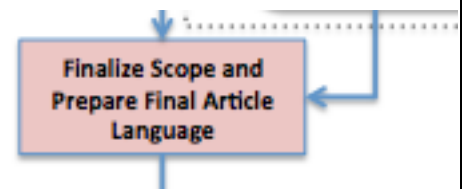
Though there will be time later to write the motion for Town Meeting vote, some sponsors have actually worked at writing their intended motion first- at least in a draft format- so as to have a better appreciation for what the scope of the article language might need to be.

Keep in mind that the article will appear on the Town Meeting Warrant EXACTLY as submitted, including spelling and punctuation.

- It is the Primary Sponsor’s responsibility to make sure article wording is in the proper form to be considered by Town Meeting.
- Town Counsel is not available to the public for this purpose.

Sponsors are encouraged to consider a few of the example articles that are provided in this Guide, beginning in the Appendix section.

Care in the writing and the timing of articles is very



GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

important. Petitioners should ensure that the action the article proposes conforms to State law, Town of Natick Home Rule Charter and By-Laws, and is within the purview of Town Meeting. An article should be phrased to accurately accomplish its intended purpose.

Depending on the subject matter of the article, it may require further review by the Selectmen, the School Committee, and/or the Planning Board. In all cases it will come before the Finance Committee.

PUTTING A PETITION ARTICLE ON THE WARRANT

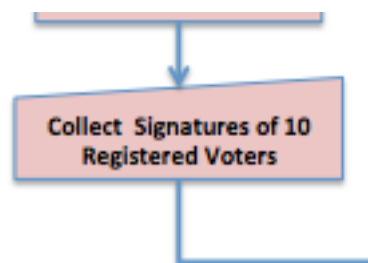
Petition articles can be written on any type of paper and constructed in any manner the petitioner wishes provided it meets the requirements of Section 2-11 of the Natick Home Rule Charter. But, petitions must be submitted on “hard copy” as a written or typed document and submitted to the Selectmen’s office by the due date and time. So, no emails or faxes.

Citizens are welcome to use the form available from the Town Administrator’s Office, a copy of which is included in this guide, which facilitates the process and format for submitting a petition article for insertion into a warrant for the Spring or Fall Annual Town Meeting or a Special Town Meeting.

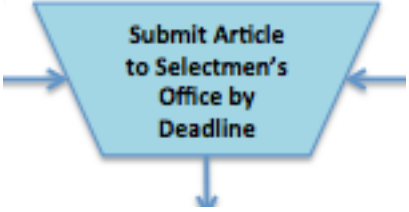
Use of the provided form is not legally required; use of this form is preferred and may make the overall process more effective.

On the form, print or type your proposed article in the space provided on the page. Use as many subsequent page forms as you need. If you intend to ask others to help you collect signatures be sure each person has a full text copy of the proposed article language. The primary sponsor should be the same name on all pages submitted.

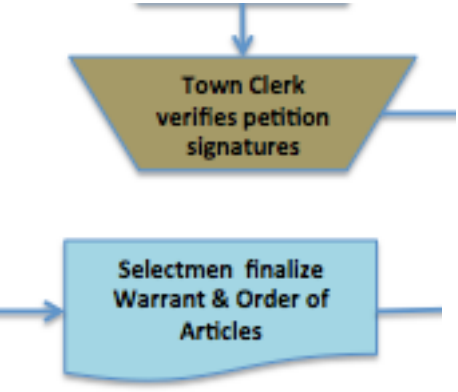
To be valid, a signature must be from a registered Natick voter. When collecting signatures, first ask if the person is registered to vote in Natick.



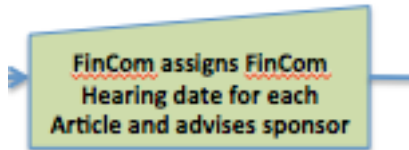
GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

<p>Sometimes people will mistakenly say that they are registered to vote in Natick. For this reason, always collect more signatures than are actually needed. Collecting signatures is also a good way of educating the public about your proposed article.</p>	
<p>Once you collect the required number of signatures, petitions should be turned into the Selectmen's Office. The primary sponsor is responsible for being the petition's point of contact for future activity and action with the petition.</p> <p>CONGRATULATIONS! You have completed the first major step to having your petition placed on the Warrant.</p> <p>But your work is not done so after you hand in your petition form, you should begin preparing for the next series of events.</p>	 <pre> graph TD A[Submit Article to Selectmen's Office by Deadline] B[] --> A C[] --> A A --> D[] style B fill:none,stroke:none style C fill:none,stroke:none style D fill:none,stroke:none </pre>

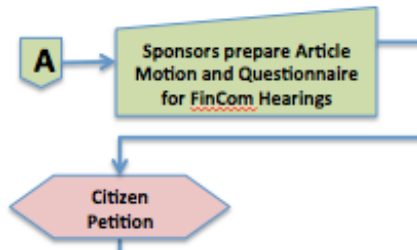
VALIDATING A PETITION ARTICLE FOR THE WARRANT

<p>After you deliver the citizen petition to the Selectmen's office by the due date and the Warrant closes there are a few steps taken to validate the petitions and prepare the Warrant for approval and publication.</p> <p>First, for all citizen petitions, the signatures of the petitioners and sponsor are cross-referenced to the current registered voter roles by the Town Clerk to ensure each is a valid signature.</p> <p>Second, the Town Clerk confirms there are at least ten (10) registered voters on the petition. If the petition lacks the required signatures it is not included in the Warrant.</p> <p>Third, the petition is numbered and placed in the Warrant document as an Article</p> <p>Fourth the Warrant is presented to the Selectmen for review, acceptance and requires a positive vote for</p>	 <pre> graph TD A[] --> B[Town Clerk verifies petition signatures] B --> C[Selectmen finalize Warrant & Order of Articles] D[] --> C style A fill:none,stroke:none style D fill:none,stroke:none </pre>
--	--

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

<p>publication. That typically happens on the Monday evening following the close of the Warrant. At that time, the petition is now formally an article on the Warrant and ready to move onward.</p>	
<p>Once the Selectmen have finalized the Warrant and validated it for publication, the Finance Committee takes on the primary role of managing the Warrant process up to Town Meeting. The Finance Committee schedules a Public Hearing for all warrant articles, which typically run for 5-8 evenings.</p> <p>You will likely be called or emailed by the Chair of the Finance Committee within a day or two of the warrant being finalized and published. The Chair will work with the primary sponsor to schedule a hearing date and to set out specific guidelines for the hearing process.</p>	 <pre> graph LR A[] --> B[FinCom assigns FinCom Hearing date for each Article and advises sponsor] B --> C[] </pre>

PREPARING FOR WARRANT ARTICLE HEARINGS

<p>The Finance Committee Warrant Public Hearing is a series of meetings where articles are presented to the committee and the primary sponsor engages in questions and answers with Finance Committee members. This is where the sponsor presents their case and may be the first place where the sponsor can advocate for the article and develop public awareness and build support for a positive outcome.</p> <p>Since it is a Public Hearing, this is the time and place for all interested parties to come and learn about the article subject matter and for citizens to speak to the merits of the article.</p> <p>In preparation, the sponsor might want to reference the required Finance Committee Warrant Article Questionnaire well in advance. It is provided in this Guide and is also available on the Finance Committee page on the Town web site.</p>	 <pre> graph TD A[A] --> B[Sponsors prepare Article Motion and Questionnaire for FinCom Hearings] B --> C{{Citizen Petition}} </pre>
---	---

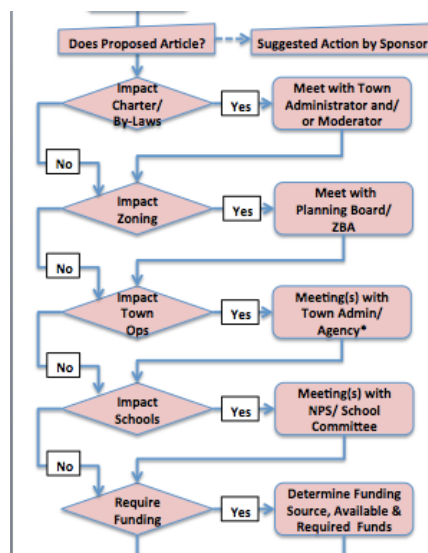
GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Depending on the subject matter of the article, and how it may impact Town Agencies, Budget, By-Laws, etc., the sponsor might need to coordinate multiple meetings and/or public hearings.

As you can see from the process flow in the adjacent box, if the article impacts any one or more of the different entities listed, it may require further review by the Selectmen, the School Committee, and/or the Planning Board.

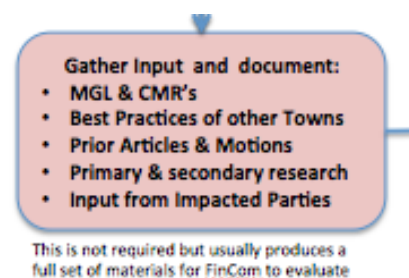
Following this process provides greater assurance that interested or impacted parties were notified in a timely way and had a chance to participate in the process, required public hearings or meetings were held and all appropriate Town Boards were consulted.

It is always the sponsor's responsibility to schedule the meetings with Town Agencies or Boards and Committees, ensure time lines are understood and managed and due dates are met.

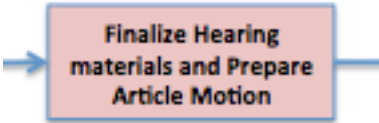


Sponsors of articles should be prepared to present the merits of their proposals. While the article and the petitioner's intent may be a good idea, or even a great idea, the Finance Committee and Town Meeting is seeking to understand:

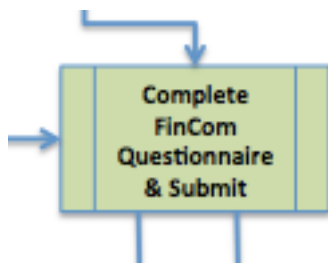
- Does the sponsor have an understanding of the problem to be solved – is it clearly defined?
- A sense of whether the proposed solution is workable and effective
- An enumeration of the pros and cons of the proposal, including both long-and short-term benefits, overlaps or gaps with other Town projects or services, and benchmark comparisons with other Towns where appropriate
- Who benefits and who might be negatively impacted
- What are the financial impacts on the town and the residents
- All cost implications, both operating and capital, in the immediate and long-term future
- An assessment of the impact on the Town's



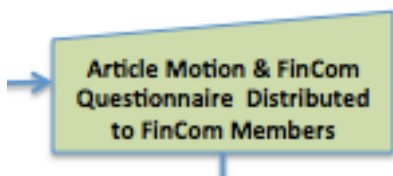
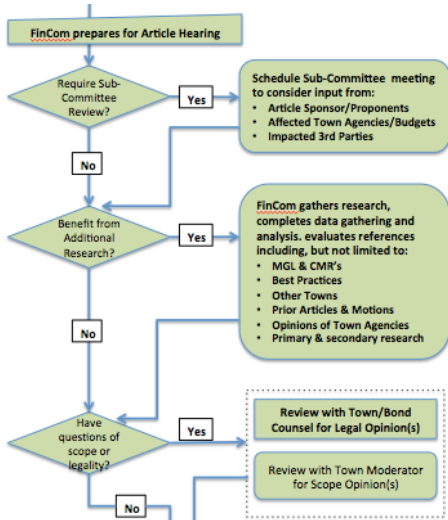
GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

<p>infrastructure (traffic, parking, etc.)</p> <ul style="list-style-type: none"> • An assessment of the impact on the neighbors (noise, traffic, etc.) • An assessment of the impact on the environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.) • Consideration of how the proposal fits with the relevant Town By-laws, financial and capital plan, comprehensive plan, and values as well as relevant state laws and regulations • Identification of issues that weren't considered in the development of the proposal. (I.e. unintended consequences) 	
<p>As was discussed earlier, a <u>motion</u> is a formal proposal that is presented before the voters at Town Meeting for action on a particular article. It must be within the scope of the article.</p> <p>Care in writing the motion is also important. The wording of the motion does not necessarily have to be the same wording as the warrant article. If the motion does not change the wording in the article, the motion could request that the article be adopted as printed in the warrant.</p> <p>In the absence of a prepared motion by the petitioner, submitted with the Finance Committee Warrant Questionnaire in advance of the hearing date, your hearing WILL be rescheduled to a later date. This may mean that Finance Committee runs out of time to hear your article before the Finance Committee Recommendation Book closes for print and distribution and therefore there may not be a recommendation for Town Meeting to act on. That said, Finance Committee would make every effort to hold the public hearing on the article up to and including the period of Town Meeting.</p> <p>Finance Committee suggests the sponsor become familiar with motions submitted for articles at prior Town Meeting to assist in the drafting of an appropriate motion to the sponsor's warrant article. If the sponsor requires legal advice they should obtain it but the sponsor is responsible for any expense involved</p>	

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

<p>Sponsors may want to consider consulting with their legal counsel as early as possible before the due date of the motion for the public hearing in order to mitigate any issues on the part of the sponsor in writing the motion.</p>	
<p>The sponsor is required to complete the Warrant Article Questionnaire, in full, and submit the document to the Finance Committee by the due date. Along with the Questionnaire the sponsor is encouraged to provide other supporting information, material, research and data that is directly related to the article scope and the motion. Whenever possible, the sponsor should use primary and secondary research and data sources rather than anecdotal information and general opinion.</p>	 <pre> graph TD A[] --> B[Complete FinCom Questionnaire & Submit] B --> C[] style A fill:none,stroke:none style C fill:none,stroke:none </pre>

COMPLETING FINANCE COMMITTEE HEARINGS

<p>After receiving the completed questionnaire from the sponsor, the Finance Committee chair will distribute all the materials to the committee members. Members will have up to five days to review the materials in advance of the scheduled hearing date.</p>	 <pre> graph TD A[] --> B[Article Motion & FinCom Questionnaire Distributed to FinCom Members] style A fill:none,stroke:none </pre>
<p>Depending on the scope of the article, the responses contained in the Questionnaire and any supporting materials, Finance Committee members will complete their own independent analysis, research and data gathering. Members may build a dossier of information that is then shared amongst the whole committee or is just used for their own purposes. Finance Committee, as a Town Agency, has the benefit of seeking input from Town Administration, School Committee, Selectmen, Planning Board and other Boards and Committees. Throughout the due diligence process Finance Committee members will be asking their individual set of questions and testing the efficacy of the answers provided by the proponent.</p> <p>If the article subject matter is such that the Finance</p>	 <pre> graph TD Start([FinCom prepares for Article Hearing]) --> D1{Require Sub-Committee Review?} D1 -- Yes --> B1[Schedule Sub-Committee meeting to consider input from: • Article Sponsor/Proponents • Affected Town Agencies/Budgets • Impacted 3rd Parties] D1 -- No --> D2{Benefit from Additional Research?} D2 -- Yes --> B2[FinCom gathers research, completes data gathering and analysis, evaluates references including, but not limited to: • MGL & CMR's • Best Practices • Other Towns • Prior Articles & Motions • Opinions of Town Agencies • Primary & secondary research] D2 -- No --> D3{Have questions of scope or legality?} D3 -- Yes --> B3[Review with Town/Bond Counsel for Legal Opinion(s)] D3 -- No --> B4[Review with Town Moderator for Scope Opinion(s)] style B3 stroke-dasharray: 5 5 style B4 stroke-dasharray: 5 5 </pre>

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Committee chair determines it is best to hold a sub-committee hearing, the article will be assigned to one of the five standing sub-committees. The impact to the sponsor is that they may be asked to accelerate their completion and submission of the Questionnaire and supporting materials and to participate in the sub-committee hearing.

A sub-committee hearing allows a subset of members to conduct a deep dive into the subject matter and then provide feedback and guidance to the full committee on the efficacy, benefits, pros and cons of the article. This may reduce the amount of time spent at a hearing with the full committee, but not always.

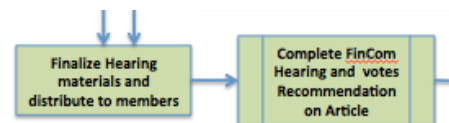
Members will continue to complete due diligence on the article up until the day of the hearing. The chair and/or sub-committee chair will distribute any additional materials and information received from third-parties such as proponents and opponents.

It may be the case that Finance Committee questions are provided to the sponsor in advance of the hearing to allow the sponsor time to prepare answers.

At the appointed time the Finance Committee will conduct a detailed hearing on the article using all of the information in its possession to support the questioning, investigation and assessment of the article, the intent of the action and the motion.

During the hearing, the sponsor will be given time to make the initial presentation. Finance Committee reserves the right to set time-limits of initial presentations (for example, ten (10) minutes to be consistent with Town Meeting rules). The sponsor will have access to the room audio-visual system for attaching their computing device. The sponsor can also have co-presenters participate. Best practice is to limit the number of presenters to three maximum.

The sponsor should not present or seek to distribute any new material or information that has not been submitted to the Finance Committee in advance. Doing so will possibly delay a final vote on the subject matter



GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

to a different day and time, to allow members time to reflect on the new materials. If a sponsor believes there is compelling new information that missed the submission deadline they are welcome to discuss the facts with the Finance Committee Chair, in advance of the meeting.

Following the initial presentation, the Finance Committee enters into the Q&A period with members asking questions of the sponsor. The chair may also direct questions to Town Administration, other Town Agencies, Board or Committee representatives attending the meeting.

At the conclusion of the Q&A period the chair opens the floor to members of the public in attendance. Citizens - both proponent and opponents - are allowed to speak, ask questions, state an opinion and even provide data or information to support their position. All questions are directed to the chair and the public does not address the sponsor or co-presenters directly. The Finance Committee Chair will make every effort to have the questions of the citizens answered during the public comments portion of the hearing.

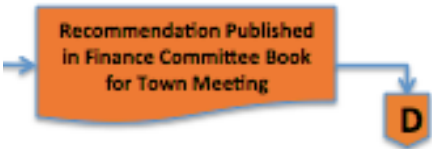
Following the public speak period Finance Committee will have the opportunity to make and vote motions on the subject matter of the article. Once the first motion is made, the Q&A/discussion period is closed and the neither the sponsor, nor members of the public, town and board representatives are allowed to speak.

A motion can also include making amendments to the sponsor's proposed motion.

The possible options for Finance Committee advisory recommendations mirrors Town Meeting votes and they include:


- Favorable Action
- Referral (usually to the sponsor and sometimes a Town Agency or other party)
- No Action (can be construed as a no vote)
- Indefinite Postponement (usually construed as a negative action)
- No Recommendation (no majority vote achieved)

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

<p>It should be noted that Finance Committee only provides advisory recommendations to Town Meeting and Town Meeting is not bound by any Finance Committee vote.</p> <p>Finance Committee will consider all the motions in front of them through a structured debate process in which each member who so desires has the time to state their position, their reasoning and rationale and why the advocate for a certain outcome. Once all members seeking to speak have done so, the debate is closed and votes are taken. For any motion to carry it requires a majority of the then-currently appointed members of the Finance Committee, not the majority in the meeting at the time.</p>	
<p>At the conclusion of the Public Hearing on the article Finance Committee will have taken a vote on the proposed motion in order to provide a recommendation to Town Meeting.</p> <p>For all Town Meetings, the Finance Committee Report includes the warrant and the committee's recommendations and motions on all articles on the warrant.</p> <p>It should be noted that other boards and committees might hold hearings or public meetings on some or all of the articles in the Warrant and prepare written reports, or recommendations to Town Meeting depending on the committee and the nature of the article.</p>	 <pre> graph LR A[Recommendation Published in Finance Committee Book for Town Meeting] --> B[D] </pre>

AT TOWN MEETING

The process flow below is presented as an illustration of Town Meeting activities and doesn't cover all permutations of debate, motions, amendments and outcomes. Further detail can be found in Natick' Town Meeting Handbook available on the Town web site on the Town Clerk's pages.

<p>The Finance Committee's report contains recommendations (and, sometimes, minority views) on each warrant article, financial and non-financial.</p> <p>The report sets forth, in digested form, the arguments</p>	 <pre> graph TD A[Finance Committee Recommendation Book Distributed to Town Meeting Members seven days in advance] </pre>
---	--

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

heard by the Finance Committee during its hearings and the process by which the committee came to its recommendations. It thus often anticipates and answers the questions Town Meeting may have about articles, saving the meeting considerable time and duplicative work. The recommendations expressed in the Finance Committee's report are advisory only.

Before Town Meeting, each Town Meeting member receives by mail a copy of the warrant, a copy of any Planning Board report, and a copy of the Finance Committee's report and recommendations. The Home Rule Charter mandates that the Finance Committee "file a report containing its recommendations for actions on the proposed budget which shall be available at least seven days prior to the date on which the town meeting acts on the proposed budget." [Charter Section 5-6(c)]

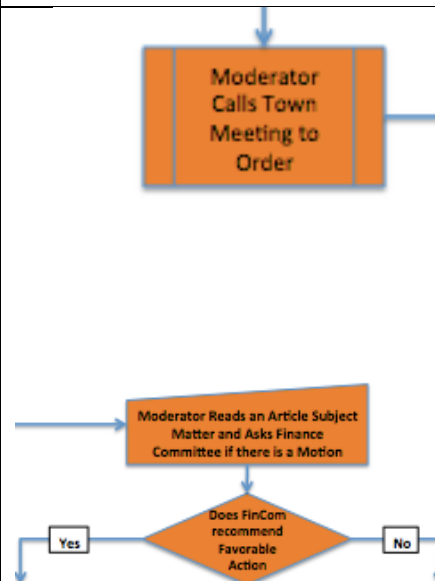
The By-Laws require the Finance Committee to distribute its report to each of the Town Meeting members at least seven (7) days in advance of a Town Meeting. [Charter, Section 5-6c; By-Laws, Article 23, Section 4]

When a quorum of 91 members is present [Charter Section 2-12(c)], Town Meeting is called to order and opened by the Moderator. The Moderator then completes any administrative business and offers procedural points.

Motions in General

While any Town Meeting member, and only a Town Meeting member, may make or second a Motion, it has been the practice of recent Town Meetings for the Moderator to read the article title and wait for Town Meeting members to make and second a positive main motion for an article.

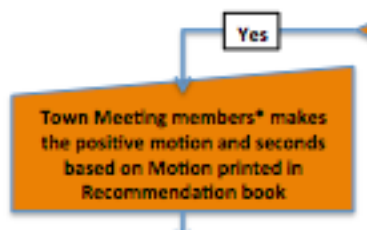
It has been the custom of Town Meeting that the Secretary of the Finance Committee has moved the motion, as a member of Town Meeting and the Chair of the Finance Committee, also a Town Meeting member, seconds the motion. Both Finance Committee members are sitting on the stage of the auditorium. In the process flows this is noted with a (*)



GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

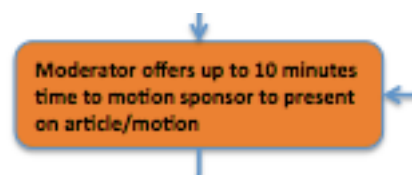
Motions must, in the opinion of the Moderator, be within the scope of the warrant article under consideration. The Moderator may request a written version of any motion. [By-Laws, Article 3, Section 2]

Motions may be made only when no other business is pending and must be seconded before debate can begin. It should be noted that Town Meeting does not vote directly on the articles, but on motions for action on the articles; the article is only notice of the general subject matter that will be discussed.



Debate In General

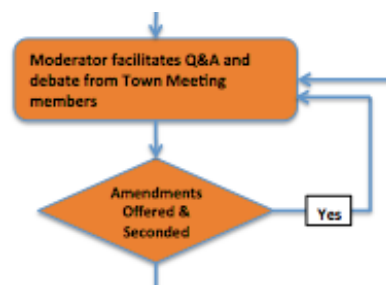
After a motion has been made and seconded, debate begins. The Moderator usually calls first on the principal proponent of the article, in the case of the citizen petitioner this is typically the primary sponsor who has supported the process to date, but it is not required to be that person.



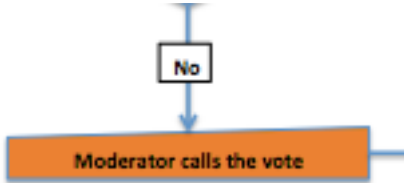


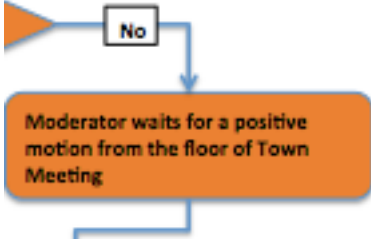
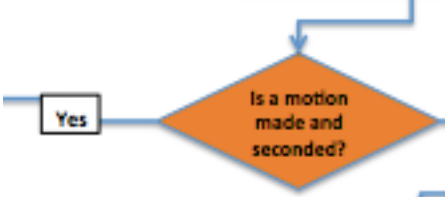
During debate the Moderator, as the title suggests manages the debate from Town Meeting members, and other citizens of Natick until all points of view are heard. No one is allowed to speak on a question more than once when anyone else is waiting to be heard. Without the permission of Town Meeting, no one may speak more than twice on the same question or, on most motions, for more than ten (10) minutes at one time.

Amendments, which are offered and seconded in the same manner as main motions, may insert, strike out, or substitute words or dollar amounts in the main motion. By practice, any amendment that increases funding names the proposed source of the additional funds. A motion to amend may itself be amended, but these sub-amendments must be done one at a time.

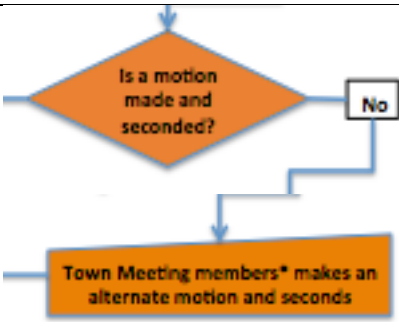
Passing an amendment requires only a majority vote, even when the main motion to be amended requires a greater quantum of vote. Amendments are acted upon before the main motion is voted, and approval of an amendment is followed by a vote on the main motion as amended



GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

<p><u>The Vote</u></p> <p>Once the main motion – or any motion – is before Town Meeting, the motion can be approved, substituted for, amended, referred to committee, postponed to a future time or meeting, or defeated.</p> <p>After all who wish to be heard on the question have spoken, or if a motion for the previous question has been passed by Town Meeting, the Moderator repeats the question and calls for the vote. Only Town Meeting members may vote. [Charter Section 2-1; By-Laws, Article 3, Section 4]</p> <p>The vote is tallied by electronic voting devices or, at the discretion of the Moderator, by a show of hands unless, before the vote is taken, a secret ballot or a roll call is moved, seconded, and voted. [By-Laws Article 3, Sections 4 and 6]</p>	 <pre> graph TD A[No] --> B[Moderator calls the vote] </pre>
<p>All votes are by a majority, except as otherwise specified by the By-Laws or other law; all references to the size of the vote mean of those present and voting. [By-Laws, Article 3, Section 7]</p> <p>Votes are recorded by the Town Clerk and made part of the Town Meeting record.</p>	 <pre> graph LR A[Record Town Meeting Vote] </pre>
<p>On occasion there is a negative main motion or a report of “no action” from the Finance Committee as their recommendation.</p>	 <pre> graph LR A{Does FinCom recommend Favorable Action?} -- Yes --> B[] A -- No --> C[] </pre>
<p>If a recommendation of a negative main motion or a report of “no action is offered by the Finance Committee, a proponent of the article, or any Town Meeting member may make a motion for affirmative action.</p>	 <pre> graph TD A[No] --> B[Moderator waits for a positive motion from the floor of Town Meeting] </pre>
<p>Once the main motion – or any motion – is before Town Meeting, debate can begin on the motion and the process as described above in the step <u>Debate In General</u>, would play out.</p>	 <pre> graph LR A{Is a motion made and seconded?} -- Yes --> B[] </pre>

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

<p>If no motion is forthcoming from a proponent of the article, or any Town Meeting member, the Secretary of the Finance Committee will usually make a negative motion such as Referral to a specific entity or “no action”. The Chair will typically second the motion to place the question before town meeting for debate and vote. (*) But only if they are both Town Meeting members.</p>	 <pre> graph TD Start(()) --> Decision{Is a motion made and seconded?} Decision -- No --> Action[Town Meeting members* makes an alternate motion and seconds] </pre>
<p>At this point the process as described above in the step <u>Debate In General</u> again takes over.</p>	

WHERE TO OBTAIN ADDITIONAL ASSISTANCE FOR CITIZENS' PETITIONS

Natick town officials are ready to listen and, where feasible, to give assistance. People who may be helpful to those preparing articles, motions, or presentations for Town Meeting include the Moderator, Board of Selectmen members, Natick School Committee members, Town Administrator, Superintendent of Schools, and Town Clerk. Citizens are not allowed to seek the assistance of Town Counsel. On the rare occurrence the Moderator or Town Administration determines Town Counsel should opine on the legality of an article it will work directly with Town Counsel and may inform or consult with the primary sponsor as a courtesy.

If you have any questions please contact Patrick Hayes, Finance Committee Chairman, at phayes.fincom@natickma.org.

BOARDS, COMMITTEES AND COMMISSIONS – POINTS OF CONTACT

The following list of Boards, Committees and Commissions is believed to be accurate as of the date of this publication, but the Finance Committee makes no warranties that the list is accurate at all times. For the most up to date information the user of this Guide is encouraged to visit the Town of Natick web site or contact the Town Clerk's office.

<u>Board/Committee/Commission</u>	<u>First</u>	<u>Last</u>
Affordable Housing Trust Board	Randy	Johnson
Audit Advisory Committee	Jonathan	Freedman
Bacon Free Library Maintenance Committee	Michael	Collins
Board of Assessors	Janice	Dangelo
Board of Health	Peter	Delli Colli
Board of Selectmen	Richard	Jennett, Jr.
Cable Advisory Board	Hank	Szretter
Cochituate Rail Trail Advisory Committee	Joshua	Ostroff
Commission on Disability	Lori	Zalt
Conservation Commission	Matthew	Gardner
Contributory Retirement Board	Robert	Drew
Council on Aging	Harriet	Merkowitz
Cultural Council	Katherine	Williams
Design Review Board		
Economic Development Committee	Maeghan	Silverberg
Elderly & Disabled Taxation Fund Committee	Janice	Dangelo
Finance Committee	Patrick	Hayes
Financial Planning Committee	Rick	Jennett, Jr.
Golf Course Oversight Committee	Robert	Healy
Historic District Commission	Michael	Collins
Historical Commission	Steve	Evers
Natick Housing Authority	David	Parish
Information System Advisory Board	Hank	Szretter
Local Emergency Planning Committee	Dan	Dow
Lookout Farm Advisory Committee		
Master Plan Advisory Committee	Jeff	Richards
Open Space Advisory Committee	Martin	Kessel
Parking Advisory Committee	Rick	Jennett, Jr.
Personnel Board	Steve	Levinsky
Planning Board	Julian	Munnich
Recreation and Parks Commission	Jessica	Ordway
Rink Oversight Committee	Bill	Chenard
Safety Committee	Lt. Brian	Lauzon
School Committee	Amy	Mistrot
Sustainability Committee	Matthew	Gardner
Town Forest Committee	Peter	Frykman
Trails Maintenance Committee	Pat	Conaway
Transportation Advisory Committee	Joshua	Ostroff
Zoning Board of Appeals	Scott	Landgren

APPENDICES

Sample Articles and Motions

Article	Motion
<p>Appropriate Funds to Acquire Electronic Voting Technology for Town Meeting (Electronic Voting Study Committee)</p> <p>To see what sum of money the Town will vote to appropriate for the purpose of acquiring electronic voting technology and/or services for use by Town Meeting; to determine how said appropriation shall be raised, whether by transfer from available funds, borrowing, or otherwise; or otherwise act thereon.</p>	<p>Move that the Town appropriate from Free Cash the sum of \$15,000, to be expended under the direction of the Board of Selectmen for the purpose of acquiring by purchase, lease, or otherwise, electronic voting technology and/or services for use at Town Meeting</p>
<p>Acquire Property Located at 22 Pleasant Street for Open, Park and Recreation Purposes (John Ciccariello et al)</p> <p>To see what sum of money the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide to acquire the property known as 22 Pleasant Street and all property interests and any expenses related thereto, said property being shown as Parcel 44 on Town of Natick Assessors' Map No. 64 containing 4.1 acres adjacent to the Hunnewell Baseball Fields; and to determine any and all conditions under which the property is to be acquired, and if it is to be acquired by the Town, only when free from contamination, and to authorize the Selectmen or other Town committee to contract now for the purchase of the property and all property interests after such conditions are met. Also, to see what actions the Town or Town Meeting will take to dedicate the use of the property for recreation, open space, other Town purposes, e.g., relocation of the Memorial School ball fields, or a strategic combination with the adjacent Hunnewell Baseball Fields and other recreation land across Pleasant Street to the west, or to reactivate the canal for canoeing or boating purposes, or any and all uses the Town or Town Meeting may deem appropriate, or take any other action relative thereto.</p>	<p>Move that the Town vote to authorize the Board of Selectmen to negotiate with the Owner of the 22 Pleasant Street Property to purchase and acquire the property for use as open park and recreation purposes. Said property is to be acquired free and cleaned of all contamination.</p>

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Warrant Article Questionnaire

See the Warrant Article Questionnaire on the following four (4) pages. To receive the required electronic version of the document which is to be used for submission prior to the Finance Committee public hearing, please contact Patrick Hayes, Finance Committee Chair at phayes.fincom@natickma.org.

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Section I - Instructions for completing this questionnaire

1. FinCom encourages article sponsors to provide complete and comprehensive answers to the questions. Your materials will be distributed to members well in advance of the Public Hearing date. The more specific and relevant information provided on the motion and the action you seek from Town Meeting the more prepared FinCom will be for the actual hearing with you.
 - a. Incomplete questionnaires, questionnaires not submitted on time or submitted in the absence of a prepared motion by the petitioner, WILL cause your hearing to be rescheduled to a later date.
 - b. This may mean that FinCom runs out of time to hear your article before the Finance Committee Recommendation Book closes for print and distribution and therefore there may not be a recommendation for Town Meeting to act on.
2. When ever references are cited (relevant passages from the Natick Charter or By-laws, Massachusetts General Law (M.G.L.), Code of Municipal Regulations or other legislation, survey results, maps, news articles, etc.), or documentation about what other communities have done (known or projected), include them in their entirety with this questionnaire as follows:
 - a. For short citations you may include the content verbatim in the available response space. Please limit this to 500 words or less
 - b. For longer citations or source documents please include them as attachments to the submission. For additional files use a file naming includes your Article number, the sponsor last name and a short description name for the attachment/file (i.e. Article 27 _Doe_MGL Chapter 61A)
 - c. Whenever possible consider using URL links to the original source document in the response or as part of a list of attributions and sources that you provide. FinCom members can link to your provided materials easily and we all save paper and minimize the possibility of misplaced file attachments, etc.
3. An article seeking a change to Zoning By-laws, Town Charter or By-Laws requires:
 - a. Zoning articles must identify the location in Town where the zoning change is to be applicable.
 - b. For FinCom and Town Meeting the Motion you submit for the hearing requires:
 - i. A complete copy of the current Zoning By-Law, Charter or Town By-Law language
 - ii. A complete copy of the proposed final language in the finished form
 - iii. A complete copy of a “red-lined” version of the language showing all changes, mark-ups, etc.
 - iv. All of the above must be provided electronically in advance of the hearing by the due date identified by the FinCom Chair
 - c. A Public Hearing with the Planning Board.
 - i. It is expected that the Planning Board public hearing take place before the FinCom public hearing.
 - ii. Sponsors should contact the Director of Community & Economic Development or the Planning Board Chair to schedule the required hearing.

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

4. The primary sponsor is expected to be the spokesperson/presenter at the FinCom hearings and at Town Meeting. If the sponsor is not prepared for that role they should be ready to designate someone else
5. Sponsors should review the questions and the prompts in Section II (the next section) in order to prepare their written responses and to understand the information FinCom seeks for the hearing
6. The actual question response template is in Section III.
 - a. Be sure to complete the top section for article #, Title, Sponsor name and email contact information
 - b. Responses should be typed directly in the response field, below the question field.
 - c. The response field will expand as you type.
 - d. Please use 11 or 12 point type
 - e. Use bold, italics and underlines to help focus the reader's attention to key content.
 - f. Avoid unnecessary formatting and font use
7. Once the Questionnaire is complete the sponsor can:
 - a. Delete Sections I and II entirely and save on Section III. Or, save the entire file and return to Finance Committee to the contact below
 - b. Save the file either as an MSWord document or as an Adobe PDF without any security passwords or restrictions. The preference is to save in MSWord format.
8. When saving the final version use the following file naming convention: 2017 SATM Response Article (insert your article # without parentheses) Sponsor Name (insert your last name without parentheses) Date Submitted using two digit month, two digit day and four digit year with no spaces, or other punctuation marks.
 - a. Example: 2017 SATM Response Article 28 Hayes 02172017
 - b. This file naming convention makes it easier for the Finance Committee to manage the files from all article sponsors and determine which is the most recent submission from each.

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Section II - Questions and Additional Prompts

Question	Question	Additional Prompts
1	Provide the article motion exactly as it is intended to be voted on by Town Meeting.	<i>If the motion is long (more than one page) or involves a Zoning By-Law, Natick Home Rule Charter or Natick By-Law change please use additional sheets for the motion and carefully follow the instruction on motions of these types.</i>
2	At a summary level and very clearly, what is the proposed purpose and objective of this Warrant Article and the required Motion?	(Solving a problem through some action, providing new and currently unrealized benefits, extending some tangible existing value to a great level)
3	What does the sponsor gain from a positive action by Town Meeting on the motion?	Does the sponsor, have now or may have in the future, an equity interest; may realize a direct or indirect benefit now or in the future? What are those interests and/or benefits?
4	Describe with some specificity how the sponsor envisions how: <ul style="list-style-type: none"> • The benefits will be realized • The problem will be solved • The community at large will gain value in the outcome through the accompanied motion 	Why does the sponsor believe the proposed solution is workable and effective? What is your understanding of who benefits and who pays? What do you perceive to be the pros and cons of the proposed motion both long-term and short-term? Has the sponsor done any primary or secondary research on this topic that can be shared? Are there analogs or benchmarks that can be drawn from other communities or private sector to support the desired outcome?

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

5	<p>How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive plan, and community values as well as relevant state laws and regulations?</p>	<p>What is your understanding of the cost implications, both operating and capital, both immediate and long-term to the town?</p> <p>Would this benefit cover gaps or overlap in any way with other Town projects or services?</p>
6	<p>Have you considered and assessed, qualified and quantified the various impacts to the community such as:</p> <ul style="list-style-type: none"> • Town infrastructure (traffic, parking, etc.) • Neighbors (noise, traffic, etc.) • Environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.); 	<p>How does the proposed action fit into the framework of other local efforts currently underway (i.e. Natick Master Plan, Sustainability Initiatives, etc.)? Is state action pending?</p>
7	<p>Who are the critical participants in executing the effort envisioned by the article motion?</p> <p>To this point what efforts have been made to involve those participants who may be accountable, responsible, consulted or just advised/informed on the impacts of executing the motion?</p>	<p>Can a Town Committee or Town Official handle the matter more effectively?</p> <p>Is a vote of Town Meeting as effective as citizens' letters, telephone calls, or petitions in the case of addressing local issues?</p>
8	<p>What steps and communication has the sponsor attempted to assure that:</p> <ul style="list-style-type: none"> • Interested parties were notified in a timely way and had a chance to participate in the process • Appropriate Town Boards & Committees were consulted • Required public hearings were held 	<p>Have the Board of Selectmen, Town Administrator, School Committee and Superintendent, Planning Board or other Town Agency had an opportunity to address the issue before bringing it to Town Meeting?</p> <p>Please provide the details as to which Boards, Committees or Commissions have held hearings, on what dates, how much time was spent by each in the hearing/meeting period, what was the outcome (vote, deferred,</p>

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

		continued, etc.)
9	Why is it required for the Town of Natick AND for the sponsor(s)?	<p>Why now versus at some later date?</p> <p>Has the problem been carefully defined and analyzed? Have alternative solutions been considered? Is more study required?</p>
10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?	What are those issues and how do they effect the efficacy of the proposed article
11	What are other towns and communities in the Metro West area, or the Commonwealth of MA doing similar to what your motion seeks to accomplish?	
12	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences?	

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Section III – Questions with Response Boxes

Please contact Patrick Hayes, Finance Committee Chair at phayes.fincom@natickma.org for an electronic version of this file, which will allow the user to submit their document back to the Finance Committee in electronic format.

Article #	Date Form Completed:
Article Title:	
Sponsor Name:	Email:

Question	Question
1	Provide the article motion exactly as it is intended to be voted on by the Finance Committee.
Response	(Note: Boxes will expand as you enter text)
2	At a summary level and very clearly, what is proposed purpose and objective of this Warrant Article and the required Motion?
Response	
3	What does the sponsor gain from a positive action by Town Meeting on the motion?
Response	
4	Describe with some specificity how the sponsor envisions how: the benefits will be realized; the problem will be solved; the community at large will gain value in the outcome through the accompanied motion?
Response	
5	How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive plan, and community values as well as relevant state laws and regulations
Response	
6	Have you considered and assessed, qualified and quantified the various impacts to

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

	<p>the community such as:</p> <ul style="list-style-type: none"> • Town infrastructure (traffic, parking, etc.) • Neighbors (noise, traffic, etc.) • Environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.);
Response	
7	<p>Who are the critical participants in executing the effort envisioned by the article motion?</p> <p>To this point what efforts have been made to involve those participants who may be accountable, responsible, consulted or just advised/informed on the impacts of executing the motion?</p>
Response	
8	<p>What steps and communication has the sponsor attempted to assure that:</p> <ul style="list-style-type: none"> • Interested parties were notified in a timely way and had a chance to participate in the process, that • Appropriate town Boards & Committees were consulted • Required public hearings were held
Response	
9	Why is it required for the Town of Natick AND for the sponsor(s)?
Response	
10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?
Response	
11	What are other towns and communities in the Metro West area, or the Commonwealth of MA doing similar to what your motion seeks to accomplish
Response	

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

12	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences.
Response	

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Citizen Petition Form/Instructions

See the Citizen Petition Form on the following four (4) pages. If you would like to receive an electronic version of the document please contact Donna Donovan, Executive Assitant to the Town Administrator at ddonovan@natickma.org or Patrick Hayes, Finance Committee Chair at phayes.fincom@natickma.org.

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Instructions/Forms for Submission of Petitioned Articles for Town Meeting Warrant

The attached forms are intended support the proper process and format for submitting a petition article for insertion into a warrant for the Sprint or Fall Annual Town Meeting or a Special Town Meeting. *While use of this form may not legally be required, use of this format is preferred and will facilitate processing of an article on the warrant.*

Under Massachusetts General Laws Chapter 39, Section 10, Ten (10) registered voters of the Town may submit a petition article for inclusion for any Annual or Special Town Meeting warrant.

- Proponents of a petition article are encouraged to secure more signatures than necessary, in the event the signatures are disqualified for any reason (i.e. non-registered voter, ineligible signature, etc.)
- The article will appear on the Town Meeting Warrant EXACTLY as submitted, including spelling and punctuation.
 - It is the Primary Sponsor's responsibility to make sure article wording is in the proper form to be considered by Town Meeting.
 - Town Counsel is not available to the public for this purpose.
- The article is required by Natick Home Rule Charter and By-Laws to be considered by the Finance Committee in a Public Hearing.
 - Once the Article is certified the Finance Committee will contact the Primary Sponsor to schedule the Public hearing Date and provide further documents for the sponsor to complete in advance of the Public Hearing date
- Articles seeking a change to Zoning By-laws requires a Public Hearing with the Planning Board.
 - Article requests for zoning amendments should be closely coordinated with the Planning Board prior to submission to assure compliance with MGL Chapter 40A Section 5.
 - Sponsors should contact the Director of Community & Economic Development
- Town Counsel may review submitted petition articles and opine as to their legal effect.
- The primary sponsor of the article or another party under the direction of the primary sponsor will be required to prepare the MOTON for consideration by Town Meeting.
- The Primary Sponsor will be designated as the primary speaker in support of the Article at all Public Hearings and Town Meeting unless the Primary Sponsor informs the Finance Committee Chair, Planning Board Chair and Town Moderator prior to the Hearing or Town Meeting that another designee will be the primary speaker in support of the Article at the Finance Committee Hearing, Planning Board Hearing and Town Meeting.
- You may copy the petition page as needed to secure enough signatures.
- In addition to submitting the forms to the Board of Selectmen by the deadline for any Town Meeting, it's requested that the Article wording be providing electronically in a format that can be converted to MSWord and the file should be e-mailed to: ddonovan@natickma.org.

For questions and assistance, contact the Town Administrator's office at 506-647-6500 or e-mail ddonovan@natickma.org

Please return the Citizen Petition form to the Board of Selectmen's Office no later than 5:00 PM on the last day for which the Warrant is open.

I certify that I am a registered voter in the Town of Natick, MA:

Signature of Primary Sponsor: _____

To see if the Town will vote to

or otherwise act thereon.

PETITIONERS:
We, the undersigned registered voters of the Town of Natick, hereby petition the Board of Selectmen pursuant to MGL chapter 39 Section 10 and Section 2.11 of the Natick Home Rule Charter, to include the following Article in the Warrant for the Spring/Fall/Special (circle applicable one) Town Meeting to be held on _____.

Row	Printed Name	Signature	Address	Precinct
1				
2				
3				
4				

Name of Primary Sponsor: _____

(Warrant article language must be repeated at the top of all signature pages submitted.)

or otherwise act thereon.

PETITIONERS:

We, the undersigned registered voters of the Town of Natick, hereby petition the Board of Selectmen pursuant to MGL chapter 39 Section 10 and Section 2.11 of the Natick Home Rule Charter, to include the following Article in the Warrant for the Spring/Fall/Special (circle applicable one) Town Meeting to be held on _____.

Row	Printed Name	Signature	Address	Precinct
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Name of Primary Sponsor: _____

(Warrant article language must be repeated at the top of all signature pages submitted.)

or otherwise act thereon.

PETITIONERS:

We, the undersigned registered voters of the Town of Natick, hereby petition the Board of Selectmen pursuant to MGL chapter 39 Section 10 and Section 2.11 of the Natick Home Rule Charter, to include the following Article in the Warrant for the Spring/Fall/Special (circle applicable one) Town Meeting to be held on _____.

Row	Printed Name	Signature	Address	Precinct
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

GUIDE FOR CITIZEN PETITIONS AND WARRANT ARTICLES

Name of Primary Sponsor: _____

Warrant Article Title: _____

(Use this page and more pages if necessary for additional space for the Warrant Article content)